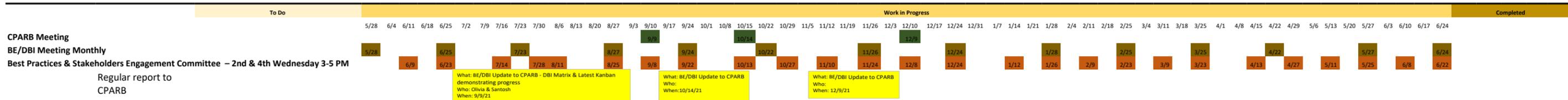


Task	Description	Who	When
Identify groups/associations and point person	What: Ongoing Communication and Recruitment Plan	Irene and Linda	Ongoing
Identify and Gather Barriers	What: Consider the barriers to participation, 2019 Disparity Study?	Irene, Linda, Aleanna & Brenda	9/9/21??
Identify and Gather Working Solution/Best Practices	What: Consider the barriers to participation, 2019 Disparity Study?	Irene, Linda, Aleanna & Brenda	10/14/21??
Committee Recommendations for Vetted Barriers and Solutions	What: See DBI Matrix	Irene, Linda, Aleanna & Brenda	12/9/21??
Gather KRAs and KPIs?	What: Identify Key Result Areas (KRAs) and Key Performance Indicators (KPIs)	Irene & Linda	Ongoing
	What: Who monitors KRAs and KPIs?		

Still being developed.....
Comments are welcome!



Best Practices
 (Chairs - Aleanna Kondelis and Brenda Nambi)

General

What: Review Best Practices Manual Outline
 Who: BE/DBI Committee
 Outline:
 SECTION 1: PLANNING
 Themes: "start early"
 SECTION 2: ENGAGEMENT
 Themes: "transparency"
 SECTION 3: CONTRACTING
 Themes: "clear, consistent, careful"
 SECTION 4: MONITORING/REPORTING
 Themes: "follow through, gather data, share"

What: Finalize Best Practices Manual Sections & Assign to Work Groups
 Who: BE/DBI Committee
 Sections:
 SECTION 1: PLANNING
 Themes: "start early"
 Outreach
 Networking, Mentor-Protégé
 Market Analysis (target market)
 Forecasting (strategic sourcing principals)
 Pipeline and Business Development
 Owner Policy and Program Development
 -SOPs
 "right-sizing" work (aka unbundling)
 Team building
 Training (owner and community)
 -SOPs
 Federal Program (e.g. DBE Program Plan)
 Risk
 SECTION 2: ENGAGEMENT
 Themes: "transparency"
 Outreach
 Networking
 Technical Assistance
 Access to Information
 -Shared electronic options including bidding and solicitation approaches
 Access to Decision Makers
 Advertisement/Solicitation
 Timing
 -Advanced Notice
 -Length of solicitation
 Goal setting
 -General
 Inclusion strategies
 SECTION 3: CONTRACTING
 Themes: "clear, consistent, careful"
 Language
 -Inclusion and Expectations
 -Synergy with other social equity themes in contracts
 -Experience requirements
 -"flow down"
 Key Topics
 -Insurance
 -Bonding
 -Prompt Pay/Quick Pay
 -Indemnification
 -"Risk"
 Performance programs
 Rosters (pros-cons)
 Sample Forms and Contract Language
 SECTION 4: MONITORING/REPORTING
 Themes: "follow through, gather data, share"
 Inclusion Enforcement
 Data Collection Processes
 Data Collection Systems
 Who, When, What to report
 Diverse business growth monitoring
 Alternative (39.10) intent and best practice
 -Project Applications and Certification

What: Develop Draft Best Practices Manual - Combine Work Group Sections??
 Who: BE/DBI Committee
 When:

What: Develop Finalize Best Practices Manual & Publish ??
 Who: BE/DBI Committee
 When:

Still being developed.....
 Comments are welcome!

Best Practice Manual
 Work Group Activity

What: Work Groups developing Problem Statements
 Who - Olivia, Aleanna, Maja, Scott, Van, Keith, Amy, Cathy, Cindy
 Topics:
 o Contract Issues
 - Rosters - Olivia/Amy/Cathy
 - Insurance -
 - "Risk" - Olivia/ Cindy
 - Bonding - Scott Middleton
 - Prompt Pay/Quick Pay - Keith Michel
 - Indemnification - Van Collins
 - Teaming Agreements (accountability) - Olivia /Van
 - Subcontracting -
 o Tracking/Reporting -
 o Performance programs - Find out about - Olivia / Cindy
 o Access to Rosters -
 o Engagement "Transparency" Advertisement & Solicitations -
 o Legal Interpretations
 o Pipeline & Business Development
 o Owner Training -
 o Contract Sizes (unbundling, right sizing)
 o Goal Setting -
 o Outreach -
 o Owner/Prime Policies for Inclusion -
 o Access to Decision Makers -
 o Inclusion Compliance -
 o Data Collection - Monitoring & Reporting
 o Sample Forms and Contract Language - Leave for Later

What: Work Group - Finding and connecting diverse firms with Designers & GCs
 Who: Lily & Chip
 Topics:
 o

What: Work Group -On the project??
 Who:
 Topics:
 On the project
 As prime vs as sub
 Front end mobilization funding
 Statute change if prime
 Prompt pay
 Pay app
 Changed work
 Release of retainage